

**MEMORANDUM OF UNDERSTANDING**  
**FY 2007 HOMELAND SECURITY GRANT PROGRAM FUNDING ALLOCATION**

This Memorandum of Understanding ("MOU") is made as of July 1, 2007, by and between the "METROPOLITAN POLICE DEPARTMENT" ("Seller") and the "HOMELAND SECURITY EMERGENCY MANAGEMENT AGENCY" ("Buyer") in the amount of \$3,168,750.00.

**Scope of Services**

The Seller Agency is being provided funds in accordance with the following sub grant numbers and Project Titles:

- 7LETP127-01 - Certified First Responder (CFR) Training
- 7LETP127-02 - IT Equipment and Intel Analyst

**Please note: Revenue advances will only be provided once costs are incurred against the established SOAR account and the Seller submits documentation supporting the Intra District advance (i.e. vouchers, receipts, invoices, paid checks, and payroll registers, etc.). The documentation shall explain the amounts billed for that period. Revenue advances will be withdrawn from the agency if the advance is not properly billed within 5 business days.**

**Period of Performance**

This agreement is good for the sub grant period: 7/1/2007-6/30/2009

**Reporting and Billing Procedures**

**Obligations of the Seller:**

1. The Seller agency will make sure that the revenues for this project are reflected in the budget entry budget line item detail screen and the appropriate accumulators.
2. The Seller must establish an agency internal service fund with a corresponding index that ties to the fund and agency organization structure.
3. The Seller must provide the projected costs of providing the services under this MOU.

**Obligations of the Buyer:**

1. The Buyer agrees to the terms, projected cost and fund availability associated with the MOU.
2. The Buyer will reimburse the Seller on a monthly basis for costs incurred against pre-approved expenditures.

**General Provisions**

1. Monthly Review. Pursuant to the Financial Review Process ("FRP") mandated by the Office of the Chief Financial Officer of the District of Columbia, all services provided through Intra-District funding shall be reported monthly in the Buyer agency's FRP submission to the Office of Budget and Planning.

2. Modifications. Any modification of this MOU shall be valid only when reduced to writing, duly signed by authorized representatives of the Seller and Buyer agencies, and attached to the original of this MOU.

3. Effective Date. This MOU shall be effective upon execution of the memorandum by the parties.

IN WITNESS WHEREOF, the Parties hereto have signed this MOU as of the day and year identified below.

**Seller:**

Cathy L. Lavier  
Agency Director

1/7/08  
(Date)

\_\_\_\_\_  
Financial Officer

\_\_\_\_\_  
(Date)

**Buyer:**

Steve Kral  
Steve Kral  
Director of the Homeland Security Grants  
And Program Management Division  
Homeland Security and Emergency Management Agency

12/10/07  
(Date)

\_\_\_\_\_  
Martin Carmody  
Agency Fiscal Officer

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(Date)